



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5046

COMNAVRESFORINST 5420.5G  
N32

### COMNAVRESFOR INSTRUCTION 5420.5G

**12 AUG 1990**

Subj: NAVAL RESERVE POLICY BOARDS (NRPB)

Ref: (a) SECNAVINST 5420.170H  
(b) OPNAVINST 5420.63C

Encl: (1) Nominations for Membership on the COMNAVRESFOR Policy Board  
(2) Schedule of Policy Board Actions  
(3) Policy Issue Identification System  
(4) Prescribed Format for Submission of Policy Items

1. Purpose. To provide policies and procedures for NRPBs under the cognizance of Commander, Naval Reserve Force (COMNAVRESFOR). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 5420.5F

3. Background. Reference (a) states the legal basis for annually convening the NRPB at the seat of government to consider, recommend, and report to the Secretary of the Navy on Reserve policy matters. It prescribes policies and procedures for this board and the National Naval Reserve Policy Board (NNRPB), and sets forth membership criteria and agenda item format. Reference (b) directs COMNAVRESFOR to convene at least once annually, a NRPB to recommend important matters of policy for consideration by the NNRPB. COMNAVRESFOR is also directed to designate local NRPBs and prescribe membership composition.

4. Nominations to the NNRPB. COMNAVRESFOR must provide three nominees for the NNRPB membership, when requested by the Chief of Naval Operations (CNO), for each vacancy that occurs. Nominations for NNRPB membership will be specifically solicited from Naval Reserve activities by COMNAVRESFOR to fill vacancies when occurring. Nomination packages will include member's current active duty assignment/civilian position, home address, residence and business telephone numbers, military assignments (active and inactive), civic participation, promotional history and brief biography, as appropriate. In the case of Selected Reserve officers, submit the Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1 (Rev. 9-96)) (NRQQ).

#### 5. COMNAVRESFOR Policy Board

a. Composition. The COMNAVRESFOR Policy Board will normally be composed of 15 members (10 officers and five enlisted), as follows:

<u>Number</u>	<u>Member/status</u>	<u>Selection Criteria</u>
1	Rear Admiral, Chairperson Selected Reserve	Appointed by COMNAVRESFOR
1	Rear Admiral, Deputy Chairperson	Appointed by COMNAVRESFOR, Unrestricted line warfare designator complementary to the Chairman.

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<u>Number</u>	<u>Member/status</u>	<u>Selection Criteria</u>
1	CAPT/CDR/LCDR Training and Administration Of Reserves (TAR)	Selected from COMNAVRESFOR, Commander, Naval Surface. Reserve Force (COMNAVSURFRESFOR), or Commander, Naval Air Reserve Force (COMNAVAIRESFOR) staffs
1	CAPT/CDR/LCDR/LT TAR	Selected from Surface Reserve community
1	CAPT/CDR/LCDR/LT TAR	Selected from Air Reserve community
5	CAPT/CDR/LCDR/LT/CWO Selected Reserve	Selected from all communities to include Unrestricted line, Staff Corps, and Warrant officers
1	MCPO TAR	COMNAVRESFOR Force Master Chief
1	MCPO/SCPO/CPO TAR	Selected from COMNAVRESFOR, COMNAVSURFRESFOR, or COMNAVAIRESFOR staffs
1	MCPO/SCPO/CPO Selected Reserve	Selected from Surface Reserve community
1	MCPO/SCPO/CPO Selected Reserve	Selected from Air Reserve community
1	Enlisted Selected Reserve	Normally the Enlisted Naval Reservist of the Year

## Notes:

1. Deputy Chairperson will normally serve as Chairperson the following year.
2. One or more members will be female (officer and/or enlisted).
3. All members serve at the discretion of COMNAVRESFOR. One third of the Board membership will normally be requested to return for a second year to lend continuity to the Board. No member may serve for more than 3 years consecutively. The Chairperson of the next scheduled Policy Board will select returning members.

b. Nominations

(1) The following commands will annually request nominations from commands within their area of responsibility and forward recommendations for categories indicated in paragraph 5(c) below.

- (a) Naval Reserve Readiness Commands (NAVRESREDCOM)
- (b) Naval Coastal Warfare Groups
- (c) Fleet Hospitals
- (d) Expeditionary Logistics Support Force

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- (e) Destroyer Squadrons
- (f) Naval Air Stations (NAS)
- (g) Naval Air Reserve (NAVAIRES)
- (h) Naval Air Facilities (NAF)
- (i) Naval Reserve Intelligence Command (NAVRESINTCOM)
- (j) Wing Commands
  - 1. Carrier Air Wing Reserve 20
  - 2. Fleet Logistics Support Wing
  - 3. Reserve Patrol Wing Atlantic
  - 4. Reserve Patrol Wing Pacific
  - 5. Helicopter Wing Reserve
- (k) Navy Air Logistics Office

(2) Nominations will be forwarded to COMNAVRESFOR in the format prescribed in enclosure (1) of this directive and should include a brief endorsement by the forwarding activity. Applications for Active Duty Training (ADT) orders are not desired from Selected Reservists when nominations are submitted. These orders will be issued when the selection of members is completed. COMNAVRESFOR funds all orders for Selected Reserve members selected to serve on the Board. Temporary additional duty orders for active duty members will be funded by COMNAVRESFOR.

c. Echelon IV commands will submit one nomination, as applicable, for each of the categories listed below.

- (1) Selected Reserve Unrestricted Line (LT-CAPT)
- (2) Selected Reserve Staff Corps/Restricted Line/Warrant Officer (CW02-CAPT)
- (3) Selected Reserve Female Officer (LT-CAPT)
- (4) Active Duty Officer (TAR) (LT-CAPT)
- (5) Selected Reserve Enlisted (CPO-MCPO)

d. NAVRESINTCOM will submit one nomination representing Selected Reserve 1635 (LT-CAPT) personnel.

e. Selection Process. COMNAVRESFOR will convene a selection board comprised of five members; the Chairperson of the next scheduled COMNAVRESFOR Policy Board, the COMNAVRESFOR Chief of Staff or a designated representative, and a Captain from COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR. Proceedings will be recorded by the COMNAVRESFOR Policy Board Coordinator. The Board will review all nominations and select members by majority vote. Applications received after the announced deadline will not be considered. Care should be taken to ensure suitable female and minority representation.

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6. Administration

a. The COMNAVRESFOR Policy Board will be convened by COMNAVRESFOR annually, usually in February or March, to comply with the schedule in enclosure (2) of this directive.

b. The purpose of the COMNAVRESFOR Policy Board is to consider policy items submitted by echelon IV policy boards, selectively recommending items which should be forwarded to the NNRPB, items which should be resolved by COMNAVRESFOR administrative action, and rejecting those not recommended for further consideration. Items recommended for forwarding to the NNRPB will be identified as category I items. Items which are considered valid Force issues, but do not require national level attention, will be designated as category II items. Those issues which do not require further attention of the Force or National Boards, will be designated as category III, and returned to the originator.

c. A committee of current board members, (normally the Chairperson, Deputy Chairperson, and the three working committee chairpersons), will meet 6 months after the regular meeting for the purpose of obtaining briefings on category II and outstanding items. The Chairman will make a report to COMNAVRESFOR defining status of these issues and make recommendations concerning further policy guidance as deemed necessary.

d. The Chairman of the Board determines the rules of procedure for the meetings and may appoint committees or panels from the Board membership, as necessary.

7. Local NRPBs. Echelon IV commands will convene local policy boards annually to consider all policy items originated from within their respective commands and areas of responsibility. COMNAVRESINTCOM and wing commanders may, if desired, forward policy items originated by personnel within their command to the local NAS/NAVAIRES/NAF Policy Board. Reserve Naval Construction Force commands, Naval Reserve Force ships, and special boat units should forward policy items via their chain of command to COMNAVRESFOR.

a. Function. Local policy boards are to review all policy items submitted from within their area of responsibility, authenticate to the extent possible the facts presented, consolidate similar items, and screen out those items that do not warrant further consideration. Items not warranting further consideration should not be forwarded to COMNAVRESFOR, but should be returned to the originator indicating:

(1) No further action.

(2) Appropriate comments as to why further consideration is not warranted.

(3) A recommendation to initiate a request for administrative action, via the chain of command, to the appropriate agency or command, if warranted.

b. While the purpose of the local policy boards is to forward important matters of policy to be considered by the NNRPB, these boards should not feel compelled to forward any items if none are considered to meet the guidelines contained in this instruction. A local board recommendation should be developed for each policy item, including board generated items, being forwarded to the COMNAVRESFOR Policy Board. Items which were considered by a COMNAVRESFOR Policy Board or NNRPB within the past 3 years are not to be resubmitted unless there is new and convincing supportive information available. Local board convening authorities will specifically address this new information in their forwarding recommendations. To preclude delay of receipt of items by COMNAVRESFOR, only the smooth copy of each item is required to be submitted. COMNAVRESFOR will publish a policy board report,

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with all local policy board inputs included, and distribute this report to all Naval Reserve activities. Publication of local policy board reports is not required. Local policy boards may publish their results, if desired, to keep field units abreast of the status of their items.

c. Membership. The local policy board membership will be determined by the local commander hosting the board and will be composed of a broad representation of highly qualified individuals from the line and staff communities: Selected Reserve, Training and Administration of the Naval Reserve, officer and enlisted, including female and minority representation. Membership is to be rotated from year to year; however, a portion of the board should be retained for a second or third year for purposes of continuity. The Chairperson of the board should be, if available, a Selected Reserve captain.

d. Policy items. Policy items should be solicited from Naval Reservists throughout the host activity's area of responsibility. Policy items containing new initiatives which contribute to increased readiness of the Naval Reserve are especially encouraged and desired, rather than initiatives that may be thought of as self-serving. Guidance to policy boards asks:

(1) Is it good for the Naval Reserve as a whole, rather than just a part?

(2) Does it address cost versus effectiveness?

(3) Is the rationale sufficiently developed to convince the Navy, the Office of the Secretary of Defense, and the Congress, as applicable?

(4) Is it consistent with the "Total Force" policy?

8. Administrative items. The policy board system was designed to bring important matters of Naval Reserve Policy to the attention of the Secretary of the Navy for resolution. Items that can be resolved administratively at lower echelon commands should not be submitted to the Commander, Naval Reserve Policy Board. Local policy boards should screen issues to ensure that the facts presented are accurate and that the suggestions have merit. oftentimes regular administrative or beneficial suggestion channels provide a faster and more appropriate vehicle for resolution. When this applies to particular issues, the local policy board should return the issue with instructions to initiate correspondence through the appropriate chain of command to the cognizant agency. Items returned to originators should have an explanation attached which indicates why the item is not being given further consideration.

#### 9. Action

a. Convening authorities listed in paragraph 5(b) above will:

(1) Solicit policy board items from all Naval Reserve commands within their area of responsibility.

(2) Collect all items submitted, screen and consolidate similar items, and provide these items to the local policy board. Items will be identified with a local control number only, assigned in numerical sequence per enclosure (3) of this instruction.

(3) Convene a local NRPB, constituted as indicated in paragraph 7 above.

(4) Ensure that the local policy board screens items as directed in paragraph 7 above and that the Board takes action on administrative items not involving policy as indicated in paragraph 8 above.

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(5) Forward policy items to reach COMNAVRESFOR by the assigned deadline with the commander's/commanding officer's recommendation, in the format prescribed in enclosure (4) of this directive.

b. All Naval Reserve activities should advise policy item originators of the disposition of items. If items are rejected as inappropriate for board consideration, an explanation describing the reason for rejection should also be attached. Items submitted to the COMNAVRESFOR Policy Board, along with the recommendations and actions of the Board and COMNAVRESFOR, will be published in the yearly report of the COMNAVRESFOR Policy Board.

c. COMNAVRESFOR will issue annual status reports for all items for which action has not been completed.

10. Forms. The Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1 (Rev. 9-96)) is mailed annually from Naval Reserve Personnel Center.

11. Report. The Policy Board Item submission requirement is exempt from reports controlled by SECNAVINST 5214.2B per reference (a).



**M. B. NORGART**  
**Chief of Staff**

Distribution: (COMNAVRESFORINST 5218.2B)

List A (A3 (N095) only)

B

C

D

**12 AUG 1998**NOMINATIONS FOR MEMBERSHIP ON THE COMNAVRESFOR POLICY BOARDNOMINATION REQUIREMENTS

1. As indicated in paragraph 5(b) of the basic instruction, echelon IV commands are required to provide nominations to COMNAVRESFOR for consideration. Individuals desiring to submit for this board should express interest via their chain of command, and provide the material listed below for consideration by their cognizant echelon IV command.

a. Current resume. Selected Reservists include military assignments and civic participation. Active duty personnel provide information reflecting military career and civic participation.

b. Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1 (Rev. 9-96)).

c. Statement reflecting current home and work addresses, commercial and DSN telephone numbers, and record of promotional history.

d. Privacy Act Statement as follows:

"The authority to request this information is contained in 5 USC 301 Departmental Regulations. The principal purpose for requesting the information will be used to assist officials and employees of the Department of the Navy in the selection of members to serve on the Commander, Naval Reserve Force Policy Board. Submitting this Information and the Naval Reserve Qualifications Questionnaire for Inactive Duty Personnel (NRPC 1200/1 (Rev. 9-96)) for Selected Reservists is voluntary. Failure to provide the information may result in the nominee not being considered or selected for membership on a Naval Reserve Policy Board."

I HAVE READ AND UNDERSTAND THE ABOVE:

Signature

(PRINTED NAME OF INDIVIDUAL)

2. Commands providing the first endorsement to the application must include member's security clearance investigation data which reflects eligibility for clearance/access to classified information and the most recent physical readiness test results.

**12 AUG 1990**SCHEDULE OF POLICY BOARD ACTIONS

<u>RESPONSIBILITY</u>	<u>ACTION</u>	<u>WHEN REQUIRED</u>
Individual Reservists	Submit policy items to local commands	Continual action
COMNAVRESFOR	Solicit nominations for NNRPB billet vacancies	When requested by CNO (Usually in July)
Local commands	Submit policy items to echelon IV	September
Echelon IVs	Convene local policy boards	October
Individual Reservists	Applications for NNRPB due at COMNAVRESFOR	To Be Determined
Echelon IVs	Nominations due for COMNAVRESFOR Policy Board	November
Echelon IVs	Policy items due at COMNAVRESFOR Policy Board	November
Assistant SECNAV (RA)	Announce membership of NNRPB	December
COMNAVRESFOR	Announce membership of COMNAVRESFOR Policy Board	December
COMNAVRESFOR	Convene COMNAVRESFOR Policy Board	February/March
Assistant SECNAV (RA)	Convene spring session of NNRPB	February/March
COMNAVRESFOR	Submit category I policy items to CNO for screening	May/June
COMNAVRESFOR (Cognizant codes )	Submit category II policy items to cognizant commands for administrative resolution	May
COMNAVRESFOR	Publish report of COMNAVRESFOR Policy Board	June/July
COMNAVRESFOR	Convene COMNAVRESFOR Policy Committee to screen category II and outstanding items.	September
Assistant SECNAV (RA)	Convene NNRPB	September
Assistant SECNAV (RA)	Publish report to NNRPB	About 3-4 months after NNRPB convenes



**12 AUG 1990**POLICY ISSUE IDENTIFICATION SYSTEM

1. Policy issues are identified by a three section code. The code is composed of an echelon IV local board identifier, followed by a local board sequence number, and the standard subject identification number of the issue.

Example: PA-03-5420

This represents the third issue provided by NAS Joint Reserve Base (JRB) Willow Grove and has a subject reflecting policy boards.

## ORIGINATOR OR LOCAL BOARD IDENTIFICATION CODES

<u>Code</u>	<u>Activity</u>	<u>Code</u>	<u>Activity</u>
01	REDCOM 1	GA	NAS ATLANTA GA
04	REDCOM 4	TX	NAS JRB FT WORTH TX
06	REDCOM 6	LA	NAS JRB NEW ORLEANS LA
08	REDCOM 8	PA	NAS JRB WILLOW GROVE PA
09	REDCOM 9	DC	NAF WASHINGTON DC
11	REDCOM 11	SD	NAR SAN DIEGO CA
13	REDCOM 13	WA	NAR WHIDBEY ISLAND WA
16	REDCOM 16	CA	NAR SANTA CLAM CA
19	REDCOM 19	FL	NAR JACKSONVILLE FL
22	REDCOM 22	VA	NAR NORFOLK VA
		PM	NAR PT MUGU CA

<u>Code</u>	<u>Activity</u>
CNRF	Commander, Naval Reserve Force
CNSRF	Commander, Naval Surface Reserve Force
CNARF	Commander, Naval Air Reserve Force
CNRFPPB	Commander, Naval Reserve Force Policy Board
CVWR20	Commander, Carrier Air Wing Reserve 20
CRPWL	Commander, Reserve Patrol Wing Atlantic
CRPWP	Commander, Reserve Patrol Wing Pacific
CHWR	Commander, Helicopter Wing Reserve
CLFSW	Commander, Fleet Logistics Support Wing
CNRIC	Commander, Naval Reserve Intelligence Command
NALO	Navy Air Logistics Office
CNELSF	Commander, Naval Expeditionary Logistics Support Force
CNCWGO	Commander, Naval Coastal Warfare Group One
CNCWGT	Commander, Naval Coastal Warfare Group Two
NRFH9	Naval Reserve Fleet Hospital 500 CBTZ Nine
NRFH21	Naval Reserve Fleet Hospital 500 CBTZ Twenty One
NRFH22	Naval Reserve Fleet Hospital 500 CBTZ Twenty Two
NRFH23	Naval Reserve Fleet Hospital 500 CBTZ Twenty Three
CDS1	Commander, Destroyer Squadron One
CDS6	Commander, Destroyer Squadron Six

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PRESCRIBED FORMAT FOR SUBMISSION OF POLICY ITEMS

ORIGINATOR NUMBER: (Echelon IV Local Board Identification Number)

SUBJECT:

SUBMITTED BY: (Include name, rank/rating, assigned drill site/command, and telephone number of originator of the item.)

PROBLEM/DISCUSSION:

RECOMMENDATION:

ACTION OFFICER: (Include name, rank/rating, office code, and telephone number of the action officer most knowledgeable of the item. This is to allow expeditious clarification of obscure points concerning the purpose and intent of the submission.)

(ACTIVITY NAME) LOCAL BOARD DISCUSSION:

(ACTIVITY NAME) LOCAL BOARD RECOMMENDATION:

ECHELON IV RECOMMENDATION:

Preparation of policy items

1. Margins are 1 inch.
2. Start each item on a separate page.
3. Use only one side of the paper.
4. Use 8 ½ inch by 11 inch paper.
5. Use font face 12, Courier New type only.
6. Do not number pages or mark enclosures/attachments .
7. Submit an original of each item to COMNAVRESFOR and a 3 ½ inch disk in WordPerfect format. Each issue should be a separate file.
8. Submission via electronic mail with follow-up hard copy is authorized. Coordination instructions will be advertised annually by the Policy Board Coordinator.
9. Use previous year's published board report as a format example,